

CUSTOMER SERVICE TRAINING SCHEDULE - April - June 2016

Month	Date	Day	Start	End	Location	Room
April	7	Thursday	8:00	12:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
April	13	Wednesday	8:00	12:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
April	21	Thursday	8:00	12:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
May	4	Wednesday	8:00	12:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
May	12	Thursday	8:00	12:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
May	18	Wednesday	8:00	12:00	Porterville Gov't Plaza South - 1055 W Henderson, Porterville	Orange/Tangerine
May	24	Tuesday	1:00	5:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
May	31	Tuesday	8:00	12:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
June	8	Wednesday	8:00	12:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
June	15	Wednesday	8:00	12:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
June	22	Wednesday	8:00	12:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
June	29	Wednesday	8:00	12:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry

HOW TO ENROLL: Send an email from the **GroupWise** system by typing **Train_reg** in the "To" field requesting enrollment. Or, email Train_reg@co.tulare.ca.us

Please Write: "Customer Service" in the subject line. Include in the body of your message: Name, Job Title, Employee #, Department Location and phone number, in addition to the listing the dates and workshops desired.

(Participants who do not have e-mail access may call HR&D at 636-4909 and ask for Supervisory Academy registration.)

WORKSHOPS MAY FILL UP QUICKLY: When this occurs, employees are put on a waiting list, and will be notified if there is a cancellation.